

**Policy**

STAFF DEVELOPMENT; INSERVICE EDUCATION/VISITATIONS/CONFERENCES

The Township of Union Board of Education recognizes its legal obligation to provide inservice activities to further the ability of the teaching staff to progress toward achievement of district goals and objectives. It is of particular concern to the board that continuing education for teaching staff provides demonstrable contributions toward student achievement of the Core Curriculum Content Standards.

The superintendent shall develop a comprehensive management system for staff professional improvement and shall assist staff members in the area of professional improvement by providing relevant information regarding workshops, professional meetings and course offerings.

To be in compliance with state requirements, each teacher employed in this district as of the effective date specified in code shall complete 100 clock hours of state-approved continuing professional development and/or inservice every five years. Appropriate steps toward achieving this goal shall be included in the content of each teaching staff member's annual professional development plan (PDP). It is the individual teacher's responsibility in accordance with district policies, to assure that a teacher meets the professional development requirement. There is no mandated financial obligation on the part of the district.

The 100-hour requirement may be satisfied through a combination of state-approved experiences including: formal courses and conferences sponsored by colleges, district boards of education, professional associations, training organizations or other entities recommended by the Professional Teaching Standards Board and approved by the Commissioner of Education. Part or the entire 100-hour requirement may be satisfied through an inservice program that has been approved by the County Professional Development Board under standards established by the Commissioner based on the recommendation of the Professional Teaching Standards Board. Completion of each actual hour of approved training shall satisfy the requirement for one hour of continuing education.

In accordance with administrative code, the board shall establish a Professional Development Committee in order to assess inservice needs and professional development opportunities and to plan and implement professional development programs to assure that the students of this district achieve the Core Curriculum Content Standards. This committee shall be comprised of four teachers, elected by the instructional staff through its majority representative and two administrative staff appointed by the superintendent. The committee shall include the superintendent as an ex officio member and shall solicit input from parents, community members and local business leaders. Plans developed by the committee shall be submitted for approval to the County Professional Development Board and then to the board of education.

The board of education reserves the right to deny any plan that fails to advance district goals and objectives; is not conducive to student achievement of the Core Curriculum Content Standards; or contravenes current negotiated agreements, other board policies, student safety and well-being, continuity of the instructional program, or budgetary constraints.

Staff participation that may require released time and/or financial reimbursement from the board will be determined by the board of education after recommendation by the superintendent.

Staff members who participate in out-of-district programs at board expense shall submit a written report highlighting the main thrust and ideas observed by the participant.

STAFF DEVELOPMENT; INSERVICE EDUCATION/  
VISITATIONS/CONFERENCES (continued)Mandated Inservice Programs

The superintendent shall arrange development of appropriate inservice presentations, seminars and/or workshops on equity issues, special education, child abuse and neglect, suicide prevention, drug/alcohol abuse awareness, harassment, intimidation and bullying, handling blood and body fluids, possible hazardous substances in the workplace, crises response, school violence and other topics specifically required by federal or New Jersey law. These required presentations, seminars and/or workshops shall not count automatically toward the required 100 clock hours of continuing education every five years.

NJSBA Review/Update: April 2012  
Readopted: June 2013

Key Words

Staff Development, Professional Inservice, Visitations, Conferences, Continuing Education

<b><u>Legal References:</u></b> <u>N.J.S.A.</u> 18A:6-111 et seq. See particularly: <u>N.J.S.A.</u> 18A:6-112  <u>N.J.S.A.</u> 18A:6-113  <u>N.J.S.A.</u> 18A:7A-11  <u>N.J.S.A.</u> 18A:17-46  <u>N.J.S.A.</u> 18A:27-4  <u>N.J.S.A.</u> 18A:30-7 <u>N.J.S.A.</u> 18A:31-2  <u>N.J.S.A.</u> 18A:40A-3 See particularly: <u>N.J.S.A.</u> 18A:40A-3a, -18c <u>N.J.S.A.</u> 34:5A-10 <u>N.J.S.A.</u> 34:5A-13  <u>N.J.A.C.</u> 6A:7-1.6 <u>N.J.A.C.</u> 6A:14-1.2(b)13 <u>N.J.A.C.</u> 6A:15-1.8 <u>N.J.A.C.</u> 6A:9-15.1 et seq. <u>N.J.A.C.</u> 6A:16-1.1 et seq. See particularly: <u>N.J.A.C.</u> 6A:16-3.1(a)4, -5.1(d), 6.2(b)12 <u>N.J.A.C.</u> 6A:16-11.1 et seq. <u>N.J.A.C.</u> 6A:30-1.1 et seq. <u>N.J.A.C.</u> 6A:32-4.1 <u>N.J.A.C.</u> 6A:32-4.4 <u>N.J.A.C.</u> 6A:32-4.5	Instruction in Suicide Prevention  Instruction in suicide prevention for public school teaching staff Instruction in suicide prevention in public school curriculum Reports be school districts, commissioner; interim review Act of violence; report by school employee; notice of action taken; annual report Power of boards of education to make rules governing employment of teacher, etc. Power of boards of education to pay salaries Attendance at conventions of New Jersey Education Association Initial inservice training programs; curriculum; availability  Retention of workplace surveys Employee education and training program; certification of instructors Professional development District eligibility for assistance under <u>IDEA</u> Part B Inservice training Required Professional Development for Teachers Programs to Support Student Development  Reporting Allegations of Child Abuse and Neglect Evaluation of the Performance of School Districts Employment of teaching staff Evaluation of tenured teaching staff members Evaluation of nontenured teaching staff members
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VISITATIONS/CONFERENCES (continued)

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

The Comprehensive Equity Plan, New Jersey State Department of Education

**Possible**

<b><u>Cross References:</u></b>	*4115	Supervision
	*4116	Evaluation
	4133	Travel/reimbursement
	*4231/4231.1	Staff development; inservice education/visitations/conferences
	*5131.6	Drugs, alcohol, tobacco (substance abuse)
	*5141	Health
	*5141.4	Child abuse and neglect
	*6142.2	English as a second language; bilingual/bicultural
	*6171.3	At-risk and Title 1
	*6171.4	Special education

\*Indicates policy is included in the Critical Policy Reference Manual.